

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☒ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

January 17, 2007

ALL COUNTY LETTER NO. 07-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE TO WORK COORDINATORS

SUBJECT: COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WORK PARTICIPATION RATE DATA REPORTING

REFERENCE: ALL COUNTY LETTER (ACL) 06-06, ACL 06-42

The purpose of this letter is to provide further instruction and clarification for reporting county-specific work participation rate data to the California Department of Social Services (CDSS), consistent with current federal requirements. ACL 06-06, which was released March 8, 2006, informed counties of the requirement to begin reporting disaggregated data with the October 2006 sample.

Reporting via the WTW 30 has been discontinued effective October 1, 2006 (with the October 2006 sample). Instead, counties will report disaggregated data to CDSS. At county option, disaggregated data may be reported to CDSS in one of two ways – 1) via the web-based tool (E2Lite) developed by the CDSS, which is accessible at <https://secure.dss.cahwnet.gov/admin/rad/e2lv2/>; or 2) via a comma separated values (CSV) file (E2Lite automated), which may be accessed at <https://secure.dss.cahwnet.gov/admin/rad/e2lv2/auto>. More information regarding the specifications may be found at <https://secure.dss.cahwnet.gov/admin/rad/e2laspecs/>. For security purposes, prior to using the tools each county staff person that needs access must receive login information to access the system.

The use of either data collection tool will provide data based on the same specified data elements necessary to determine if each case in the sample is meeting federal work participation rate requirements in order to calculate each county's work participation rate. In addition, both data collection tools require a limited number of data elements to collect data to determine if the county is eligible to receive Pay for Performance funds for Measure 2 as specified in ACL 06-42, dated September 26, 2006. Both of these tools have been piloted since July 2006 in three counties.

This ACL transmits the following information:

- Attachment 1, Definitions, provides definitions of items that will assist in the completion of the data elements. These definitions are based on federal TANF data reporting requirements and provide additional guidance for completion of the questions reported via the E2Lite tool or provision of the data elements in the CSV file.
- Attachment 2, General Information on Reporting Participation Based on Actual Hours and Documenting Participation, provides general information about reporting and documenting work participation hours based on federal rules. This information may change when the final federal TANF regulations are released and the State's Work Verification Plan is approved by the federal Administration for Children and Families (ACF).
- Attachment 3, County Work Participation Rate Data Elements and Instructions, provides the web-based survey questions and instructions. The instructions are based on the federal TANF data reporting requirements and also apply to data elements required for the CSV file. In addition, the data elements and accompanying instructions referred to in ACL 06-42, Implementation of California Work Opportunity and Responsibility to Kids (CalWORKs) and Welfare to Work Pay for Performance Program, are attached.
- Attachment 4, Questions and Answers about the County Work Participation Rate, provides responses to questions that CDSS has received from counties following the release of ACL 06-06. In some instances, the responses to these questions may have changed from a response previously provided verbally based on the changes identified in this ACL, primarily due to the new Deficit Reduction Act requirements.
- Attachment 5, County Work Participation Rate (CWPR) Data Collection and Sample Information, contains updated information on the county work participation rate sample or universe used to determine the county work participation rate.

The sample of cases used for calculation of individual county work participation rates has been expanded for consistency with the TANF sampling methodology. The county samples are representative of the State's TANF caseload, and now includes two parent cases, cases in which adults have been sanctioned, or reached the CalWORKs 60-month time limit, and other child-only cases. These

modifications will make the county work participation rate comparable to the State's federal work participation rate, which is calculated by the ACF.

- Attachment 6, County Work Participation Rate Sample Sizes (Sample Total), provides the county work participation rate sample sizes for counties.
- Attachment 7, County Work Participation Rate Contact Sheet, is to be used when counties need to notify CDSS of a change in the county contact(s) for the work participation rate information.
- Attachment 8, CDSS Contacts for Counties, lists the CDSS contacts for counties for the county work participation rate data collection. Questions relating to the use of the web-based tool, CSV, sample, data elements or instructions, or calculation of the county's rate should be addressed to the individual assigned to your county.

The information in this ACL is consistent with the federal regulations released on June 28, 2006 and the Interim Work Verification Plan (WVP) submitted to ACF on September 28, 2006. The release of the final regulations is still pending as is the approval of the State's final WVP. These instructions may change based on final federal regulations and changes to the WVP.

As mentioned in All County Information Notice I-87-06, dated November 17, 2006, the release of the samples for October and November 2006 (Federal Fiscal Year 2007) was delayed. In addition, the release of the October and November supplemental samples and the December 2006 and January 2007 samples have also been delayed. These samples will be released to the counties to coincide with the release of this ACL. The due date for data for these months has been extended for a period commensurate with the delay. Therefore, the data for October, November and December 2006 and January 2007 samples will be due April 15, 2007.

CDSS will conduct training for county staff on the use of these reporting tools and the information contained in this ACL. Two sessions have been scheduled. The training will be held on Friday, February 2, 2007 and on Monday, February 5, 2007, from 10:00 to 4:00, at the CalPERS Community Room, 400 Q Street, Suite W2510 in Sacramento. Due to limited space, participation for each county is being limited to two persons. Please contact Lee Macias, at the e-mail address or phone number below, with the names of the persons who will attend, as well as which day they will attend.

If you have any questions, you may contact Lee Macias at (916) 657-3399 or Lee.Macias@dss.ca.gov, Karen Kennedy at (916) 657-3400 or Karen.Kennedy@dss.ca.gov or your county consultant identified on Attachment 8.

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For access, including logins, to E2Lite and E2Lite automated CSV, contact Kim Murdock at (916) 653-1170 or Kim.Murdock@dss.ca.gov.

Sincerely,

Original document signed by

ERIC FUJII
Deputy Director
Administration Division

Attachments

c: CWDA
CSAC

Definitions

These definitions are consistent with the final interim TANF regulations released June 28, 2006 and the interim Work Verification Plan submitted to the federal Administration for Children and Families (ACF) on September 28, 2006.

Adult:

An adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or
3. A minor head of household, including a teen parent married to the head of household is considered an adult.

Aided caretaker relative:

An aided caretaker relative is a relative other than a parent (natural or adoptive) or stepparent head of household with insufficient income to meet his or her own needs.

Assistance:

Assistance is defined as: cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Benefits provided in the form of payments by a California Work Opportunity and Responsibility to Kids (CalWORKs) agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities are included in this definition of assistance. Supportive services such as transportation and child care provided to families who are not employed are also defined as assistance except where specifically excluded by the seven exclusions listed below.

The term "assistance" excludes:

1. Non-recurring short-term benefits (such as payments for rent deposits or appliance repairs) that:
 - A. Are designed to deal with a specific crisis situation or episode of need;
 - B. Are not intended to meet recurrent or ongoing needs; and
 - C. Will not extend beyond four months.

The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as child care and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and disbursements from, Individual Development Accounts;
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the Personal Responsibility and Work

Opportunities Reform Act (PRWORA) to an individual who is not otherwise receiving assistance.

Community service programs:

Community service programs are structured programs and embedded activities in which Temporary Assistance for Needy Families (TANF) recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. In these circumstances, short-term training or equivalent activities will be included if they are of limited duration and are necessary for participation in the community service activity. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment, and must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees. The county must take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service assignments.

In addition, community service means a welfare-to-work training activity that is temporary and transitional, is performed in the public or private nonprofit sector under the close supervision of the activity provider, and provides participants with basic job skills that can lead to employment while meeting a community need

Family- and self-improvement activities that do not provide a direct benefit to the community will not be counted as community service, including substance abuse treatment, mental health and family violence counseling, life skills and parenting classes, job readiness instruction and caring for a disabled household family member. Community service programs will not include activities that meet the definition of another allowable TANF work activity with the exception of embedded activities identified above. Excluded activities include unstructured and unsupervised activities, such as helping a neighbor or friend, and foster parenting. Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service. The remaining hours would be counted as treatment.

The maximum number of hours required weekly for a participant in a community service program is determined by combining the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the State or federal minimum wage, whichever is higher. No more than that number of hours will be counted as community service.

Daily supervision:

Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other employees or trainees.

Disregard:

To “disregard” from the participation rate means the TANF family is not included in the calculation (numerator or denominator) of the work participation rate.

Education directly related to employment:

Education directly related to employment for individuals with no high school diploma or certificate of high school equivalency means education related to a specific occupation, job or job offer. Participants in education directly related to employment must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity will include adult basic education and English as a Second Language (ESL) and, where required as a prerequisite for employment, education leading to a General Educational Development (GED) or high school equivalency diploma. In order to count hours of participation, participants must make “good or satisfactory progress”, which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. In some instances, the education directly related to employment will be completed online. Participation will count toward education directly related to employment only when the time spent online can be monitored by the service provider and is reported to the county welfare department. Only structured and monitored study sessions that can be documented will be counted, including time spent online.

This may include vocational educational training beyond the 12-month lifetime time limit.

Exempt:

Based on federal data reporting instructions, “exempt” means that the individual will not be penalized for failure to engage in work (i.e., the individual has a good cause exception); however, the TANF family is included in the calculation of the work participation rate.

Job search and job readiness:

Job search and job readiness assistance means the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and substance abuse treatment, mental health treatment, domestic abuse services or rehabilitation activities for those who are otherwise employable. Substance abuse treatment, mental health treatment and rehabilitation activities must be determined to be necessary and certified by a qualified medical or mental health professional. Job search and job readiness assistance activities must be supervised by the county welfare department or other responsible party on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Job search is a welfare-to-work activity in which the participant’s principal activity is to seek employment. In addition, job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs.

Job readiness assistance means a welfare-to-work activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. For federal data reporting purposes, job readiness assistance also comprises the following two activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and
- b. Substance abuse treatment, mental health treatment, domestic violence treatment, or rehabilitation activities for those who are otherwise employable.

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous, Narcotics Anonymous, and Overeaters Anonymous, etc. These services must have been determined by the county to be necessary to prepare an individual to obtain or maintain employment or participate in welfare-to-work activities and must be documented in the welfare-to-work plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service or work experience. The remaining hours would be counted as job readiness.

Hours reported under this activity may include time spent online. Online tasks could include, but are not limited to, searching for job vacancies, submitting resumes and completing applications. Hours reported under this activity may also include activities such as time spent by the participant assisting in expungement of criminal records, removal of tattoos, payment of tickets to secure a valid driver license, drug testing for a specific job classification, and taking tests to qualify for specialized certificates. These activities will be assigned to the extent they are determined necessary for the participant to obtain employment or participate in other welfare-to-work activities. In addition, hours spent in these activities will be documented in the welfare to work plan. Reasonable transportation time to and from job interviews obtained from participating in this activity will count toward job search and job readiness hours.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual will communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

These activities are limited to no more than four consecutive weeks and up to six weeks total in a federal fiscal year.

Job skills training directly related to employment:

Job skills training directly related to employment means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment participants must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity may include either customized or general training to prepare an individual for employment, such as literacy and language instruction and other remedial education. Barrier removal activities, such as substance abuse counseling and treatment, will not be included. In some instances, the job skills training will be completed online. Participation will count toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the county welfare department and documented in the case file. Only structured and monitored study sessions that can be documented will be counted.

Vocational educational training beyond the 12 month lifetime time may also be counted as job skills training directly related to employment.

On-the-Job Training:

On-the-Job Training means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job. On-the-job training must be supervised by an employer, work site sponsor, or other responsible party on an ongoing basis no less frequently than daily.

For on-the-job training activities, the employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities, whether the individual is reimbursed for the training costs or not.

Parent:

A parent is a natural or adoptive parent of a minor child.

Primary Sample:

The primary samples of two parent and all families cases consist of families that are identified on the Medi-Cal Eligibility Data System (MEDS) file prior to the sample month. These samples are drawn on the 26th of the month prior to the sample month and contain the majority of the sample cases for a month. Primary samples will be combined with appropriate supplementary samples for the same month in order to represent the caseload for the review month and to produce the monthly work participation rates.

Providing child care for individuals participating in community service:

Providing child care to an individual participating in community services means providing child care to enable another TANF recipient so that individual can participate in a community service program. Participants in this activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity does not include providing child care to enable a TANF or Separate State Program-Maintenance of Effort recipient to participate in any of the other 11 allowable work activities, as that typically involves payment for services rendered and would be classified as employment. It also does not allow for one parent in a two parent case to care for their own children in the home.

Sample:

A sample is a part of a larger population that is intended to be representative of the whole population. It is used when it is not feasible to examine the entire population. The County Work Participation Rate (CWPR) sample is a statistically valid random sampling of TANF cases. The sample cases are drawn from the CWPR universe, which is based upon case characteristics found in the MEDS file. In order to produce the valid All Family and two parent work participates rates, the sample consists of two TANF sub-groups: two parent families and all families cases.

Sanction:

Sanction means a reduction in the family's grant by removing the noncomplying family member from the assistance unit due to failing or refusing to comply with program or child support requirements without good cause.

Satisfactory school attendance:

Satisfactory school attendance for persons without a high school completion (diploma equivalency certificate) means regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Participants in this activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

In order to count as hours of participation, participants must make "good or satisfactory progress" which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. Satisfactory school attendance will not include other related educational activities, such as adult basic education or language instruction unless these are required for completion of a GED credential. In some instances, participation will be completed online and will count toward satisfactory school attendance only when the time spent online can be monitored by the service provider and is reported to the county welfare department on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Single custodial parent:

A single custodial parent is a parent who lives in a home that does not contain more than one parent.

Subsidized private sector employment:

Subsidized employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities.

Subsidized public sector employment:

Subsidized employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees, (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities.

Supplementary sample:

The supplementary samples consist of cases that received aid during the sample month but were not identified on the MEDS file when the primary sample was drawn. These samples are drawn about the 26th of the month following the sample month, and are combined with the primary samples to represent the sample for the review month and to produce the monthly work participation rates.

TANF Family/Assistance Unit:

A TANF family/assistance unit is defined as all individuals receiving assistance as part of a family under the TANF program, and the following additional persons:

1. Parent(s) or caretaker relative(s) (including those receiving Supplemental Security Income [SSI]) of any minor child receiving assistance;
2. Minor siblings (including those receiving SSI) of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility for or amount of assistance.

Two parent family:

A two parent family is a family with two work-eligible natural or adoptive parents (of the same minor child) who are non-disabled individuals and living in the home, unless both are minors and neither is a head of household.

Universe:

A universe is a set of individuals, items, or data from which a statistical sample is taken. The CWPR sample universe consists of all TANF eligible cases found on the MEDS file for each sample month, minus any federally sampled Q5i cases.

Unsubsidized employment:

Unsubsidized employment means paid employment, in the public or private sector, that is not subsidized by TANF or any other public program. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy. Recipients whose employers claim a tax credit for hiring economically disadvantaged workers are considered to be in unsubsidized employment. This includes self-employment, which may include, but is not limited to, domestic work and the provision of child care. For individuals with self-employment income, divide the self-employment income (gross income less business expenses) by the federal minimum wage to determine the maximum number of hours that may be counted in self-employment activities.

Vocational educational training:

Vocational educational training means organized education programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Vocational education must be provided by education or training organizations, such as but not limited to, vocational-technical schools, postsecondary institutions and proprietary schools. In some instances, the vocational educational training will be completed online. Participation will count toward vocational educational training hours only when the time spent online can be monitored by the service provider and reported to the county welfare department. Only structured and monitored study sessions which can be documented will be counted.

This activity has a lifetime limit of 12 months. If a participant meets the hour requirement in another activity in a month, that month would not count in the twelve-month limit. After the twelve-month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED) or job skills training directly related to employment.

Work-eligible:

Work-eligible means an adult (or minor child head of household) receiving assistance under TANF or a separate State program or a non-recipient parent living with a child receiving such

assistance unless the parent is:

1. A minor parent and not the head of household or spouse of the head of household;
2. A noncitizen who is ineligible to receive assistance due to his or her immigration status;
3. A drug felon or fleeing felon;
4. A recipient of SSI benefits;
5. Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation;
6. An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program, unless the State includes the Tribal family in calculating work participation rates, as permitted under 45 CFR section 261.25.

Work experience:

Work experience means a work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity must be supervised by an employer, work site sponsor, or other responsible person on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

In addition, work experience means welfare-to-work training activity in the public or private sector under the close supervision of the activity provider that helps provide basic job skills, enhance existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as job search.

County Work Participation Rate

General Information on Reporting Participation Based on Actual Hours and Documenting Participation

The following information provides additional clarification for counties in the reporting of actual hours as well as for documentation of participation for reporting data in E2Lite or comma separated values (CSV) file. These instructions are consistent with the instructions provided to county and State staff that collects data for federal data reporting (via Q5i) submitted to the Administration for Children and Families and used to calculate the statewide federal work participation rate.

ACTUAL HOURS OF PARTICIPATION

Federal data reporting regulations require reporting and verification of actual hours of participation. Therefore, since these reporting instructions are consistent with federal instructions, counties are required to report actual hours of participation in work related activities.

EXCEPTION REPORTING

Scheduled work hours specified in a client's welfare-to-work plan may be reported as actual hours, provided the county has a written agreement or contract with service providers that includes exception reporting, a means by which unexcused absences are reported timely to the county by work site supervisors, and reported hours do not include any unexcused absences to the scheduled hours.

Example of Reporting Actual Hours Based on an "Exception" Reporting of Scheduled Hours: A county that has entered into an agreement (contract or Memorandum of Understanding) with an off-site work activity provider to whom the county refers adults for participation in welfare-to-work activities. Must describe the structure of the activity referred clients will participate in, how the activity is supervised by the site managers, how rosters are maintained, how attendance is monitored, and how exceptions are reported to the county. Adults referred to this activity are scheduled for a certain number of hours per week, based upon the agreement between the county and the provider. Once referred clients begin participation, their scheduled hours can be reported as actual for the duration of their participation, provided:

- Records are maintained specifying when each client, for whom hours were reported, became enrolled and began participation and when (if) his or her participation ended (due to activity ending, no longer participating, etc.).
- Records are maintained showing how many hours per week each referred client was scheduled to participate in activities.
- There is a process in place by which the work activity provider reports all instances of unexcused absences by clients referred and scheduled for participation to the county.

- Records of each reported occurrence of non-compliance (including dates and number of hours of non-compliance with scheduled hours) are reported by the activity provider to the county within a reasonable time (a few days) of each instance such that the county can take any necessary action on the case.
- Hours reported by the county for cases using a scheduled hours "exception" report system must account for all reported unexcused non-compliance, and the county must maintain this documentation in the individual case file.
- In addition, for activities such as education directly related to employment and attendance in secondary school, the service provider must report whether the individual is making satisfactory progress, which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program.

PROJECTION OF HOURS

Beginning October 1, 2006, hours of participation in employment activities will be projected based on current, documented, actual hours. Generally, this information will be obtained using pay stubs and/or information on the current QR 7 and/or other sources such as, but not limited to, time and attendance records, letters of award or benefits, statements showing interest and dividend income, and tax returns showing amount of Earned Income Credit received. If an individual reports information on a QR 7 that meets the federal hourly requirements of 20, 30, 35 or 55 hours per week, those hours of employment will be projected as participation for a minimum of three months, consistent with the eligibility determination for that same period of time. If an individual reports an increase in work hours mid-quarter to the county, the number of hours worked will be counted for purposes of participation.

PARTICIPATION FOR PARTIAL MONTHS OF AID

If a family receives assistance for only part of a month, an adult in the family must be engaged in work for the minimum average number of hours in each full week that the family receives assistance in that month to be counted as meeting the work participation requirement for that month. Aid granted retroactively for a new applicant for prior months may be excluded from participation rate calculations. The month in which assistance was granted to a new applicant must be counted in the calculation of the participation rate.

Example of Participation for Partial Months of Aid:

If a family applies for assistance on March 25th and the county grants the application as of April 14th to cover assistance for March and April, the case would not be required to be included in the March report because the county has the option of not counting the month for work participation purposes because no aid was received in that month. The

case could be included in the March report if the participation requirement was met for each full week of assistance received in March. However, the case must be included in the sample for the month of April because the family's application was granted before the end of April. Since the individual is aided for the entire month of April, he or she is required to meet the work requirements for the entire month.

If a family is aided for the entire month, but the individual only participates for part of the month, the average weekly hours are computed by dividing the total number of hours for the month by 4.33 to determine the average weekly hours.

FAIR LABOR STANDARDS ACT DEEMING

Since the Fair Labor Standards Act applies to work experience and community service, these participants are considered employees. "Deeming" is used to determine the maximum monthly hours that a participant may participate in unpaid work experience and unpaid community service. Determine the maximum monthly hours of participation by combining the California Work Opportunity and Responsibility to Kids assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the State or federal minimum wage, whichever is higher. The individual cannot be required to participate more than that number of hours in work experience or community service. Report the actual number of participant hours and, beginning October 1, 2006, if the calculated number is not sufficient to meet the hourly requirement of 20 core hours, the State will deem 20 core hours in the calculation of the county's rate. For families that need additional hours beyond the core activity requirement, these hours must be satisfied in some other Temporary Assistance for Needy Families work activity.

DOCUMENTATION OF HOURS OF PARTICIPATION IN CASE FILE

Generally, the actual hours of participation are verified using information reported on the QR 7, which is signed by the head of household under penalty of perjury, and/or other records in the case file. Verification of income, as well as date of receipt, is required to be included with the QR 7. In addition to income, counties must also obtain evidence of hours of participation in non-paid activities, such as an attendance report, and retain this in the case file. If the information necessary to verify actual hours is not in the case file, the county welfare department should seek verification from the recipient. If the verification is not available from the recipient, the county should provide the recipient assistance in obtaining the information in order to maximize its federal work participation rate.

Third-party sources of employment information, such as the National Directory of New Hire listing, the Income and Eligibility Verification System and the State New Hire Directory, may be accessed when additional information about an individual's monthly participation is necessary. Prior to counting these hours, the information from third-party sources must be verified through collateral contact. The Work Number is a means that can be used by counties to verify employment. Counties are permitted to use the

information obtained from this source in the same manner as they would use information provided by the employer. Therefore, no further verification of employment is necessary when using The Work Number. Please refer to All County Letter 02-42 for further information on The Work Number.

Case records are required to be retained for three years or longer, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period. The retention period extends until completion of the action and resolution of all issues which arise from it, or the three-year period, whichever is later.

SCHOOL ATTENDANCE

Teen parent heads of household or spouses without a high school diploma who are properly enrolled in secondary school or its equivalent and are satisfactorily attending classes may be considered both making satisfactory progress and participating. The county should report the actual number of participant hours and if the calculated number is not sufficient to meet the hourly requirement, the State will deem 20 core hours in the calculation of the county's rate.

These individuals must make good or satisfactory progress which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. These determinations must be documented in the case file.

EXCUSED ABSENCES

Each recipient engaged in unpaid work activities is allowed all federal, State and local government (city and/or county) holidays; religious holidays recognized by the employer or service provider; and short-term holidays such as spring break or intersession break where the employer or service provider is closed. In addition, excused absences are allowed for school appointments, medical appointments for self or dependants, court appointments, caseworker appointments, job interviews, child care breakdown, child illness, family problems including domestic violence issues, housing issues, transportation breakdown, and other similar problems. Verification of excused absences must be documented in the case file.

County Work Participation Rate Data Elements and Instructions

The (web-based survey) questions and (data elements) instructions are based on the interim final regulations released on June 28, 2006, the federal data reporting requirements, and the Interim Work Verification Plan submitted to the federal Administration for Children and Families (ACF) on September 28, 2006. The data elements and instructions apply to data elements required for the E2Lite and the comma separated values (CSV) file. In addition, the data elements referred to in All County Letter 06-42, Implementation of California Work Opportunity and Responsibility to Kids (CalWORKs) and Welfare to Work Pay for Performance Program, are included.

In order for hours of participation to count toward the work participation rate, the county must document the participation in the individual's case file. Consistent with ACF's current practice, cases can be resubmitted during the federal fiscal year if additional participation information and the appropriate documentation for the review month become available after initial submission.

Case Information

1. Was this case a two parent case in the review month?

Enter yes if this is a two parent case. A two parent case is a case with two non-disabled, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head of household. If this is a two parent case, it will be included in determining both the county overall (all families) and the Two Parent participation rates. Enter no if this is not a two parent case. If this is not a two parent case, it meets the definition of an All-Families case and will be included in determining only the county's overall all families work participation rate.

2. Did this assistance unit receive a CalWORKs grant in the review month?

Enter yes if the assistance unit received a grant during the review month. If yes, this case will be included in the calculation in one or both of the rates. If no, the survey is complete and this case will not be included in either of the rate calculations. No further data collection is necessary.

3. If yes to question 2, enter the total amount of the grant the assistance unit received in the review month.

Enter the amount of the cash grant that was received by the Temporary Assistance for Needy Families (TANF) assistance unit for the review month. Do not include any amounts being received as a Pregnancy Special Need Payment, Homeless Assistance Payment, Reduced Income Supplemental Payment, or other special need payments.

4. Enter the total amount of the food stamp allotment the assistance unit received in the review month.

Enter the amount of the food stamp allotment that was received by the TANF assistance unit for the review month.

5. If no to question 1 (this is not a two parent case), enter the date of birth for the youngest aided or unaided child of the head of household or other caretaker relative in the household.

Enter the eight-digit code for date of birth for the youngest child in the format MMDDYYYY. Please note: If the mother has no other children and is in her last trimester of pregnancy, enter 99999999.

6. If no to question 1, was this head of household eligible for the federal work disregard for a single custodial parent with a child under 12 months?

If the head of household is a single custodial parent with a child under 12 months, the family may be eligible to be disregarded from the rate. This is a cumulative, lifetime limit of 12 months for any single custodial parent, but not necessarily a one-time disregard. If the single custodial parent meets this definition, enter yes. If the head of household does not meet this definition, or has already been disregarded from the rate for 12 months, enter no.

7. If yes to question 1, did this two parent family receive federally funded child care during the review month?

Federally funded child care is funded directly by the State TANF Program. This does not include child care funded under the Child Care and Development Fund (CCDF) even though some of the funds may have transferred to the CCDF from the TANF Program. If a two parent family receives federally funded child care assistance, then at least one of the work-eligible individuals must have participated in work activities for an average of at least 55 hours per week to count as a two parent family engaged in work for the month. Currently, child care for two parent families is funded with State Maintenance of Effort (MOE) funds, so this would be answered no.

8. Was the head of household a work-eligible member of this CalWORKs assistance unit in the review month?

Enter yes if the individual meets the definition of a work-eligible individual. A work-eligible individual is an adult (or minor child head of household) receiving assistance under TANF or a separate State program or a non-recipient parent living with a child receiving assistance unless the parent is:

- A minor parent and not the head of household or spouse of the head of household;*

- A noncitizen who is ineligible to receive assistance due to his or her immigration status;
- A drug felon or fleeing felon;
- A recipient of Supplemental Security Income (SSI) or the State program for persons who are ineligible for SSI benefits based solely due to their immigration status (Cash Assistance Program for Immigrants [CAPI]);
- Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or
- An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.

If the head of household does not meet the definition of a work-eligible individual, enter no.

9. If no to question 8, was it because this individual was caring for a disabled family member living in the home who does not attend school full time?

To make this determination, the care must be provided to a disabled family member living in the home who does not attend school on a full-time basis. Medical documentation must be provided to support the need for the parent to remain in the home to care for the disabled family member.

- **Disabled** means the individual is receiving benefits from State Disability Insurance, Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or the State Supplementary Program. For adult family members, disabled also means the individual is temporarily disabled and the disability is expected to last at least 30 days and significantly impairs the individual's ability to be regularly employed or participate in activities. For family members who are children, the disability significantly impairs his or her ability to participate in school activities. In addition to providing verification from a doctor of his or her disability, the individual will be required to actively seek treatment, if appropriate, as verified by a doctor.
- **Family member** means the individual is a relative living in the household. A relative may be any relation by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child, as defined in California Department of Social Services (CDSS) Manual of Policies and Procedures Section 82-808.
- **Attending School Full Time** means attending school for the number of hours, weeks, or days determined by the school district or service provider to be full time. Attendance is actual attendance and not based solely on enrollment. If the child cannot regularly attend school during school hours due to a disability, then the parent is qualified for the exclusion. The exclusion for not having a

child in school full-time must be accompanied by a medical examination by a Medical Doctor, therapist, or licensed psychologist that confirms the condition or disability may require the adult to care for the child at home, or not at school, during school hours, and thus affect the child's probability of attending school full-time. Documentation that confirms the condition or disability may also be verified by information that is already contained in the case file. Such ability to actually attend school shall be reviewed on a no less than annual basis and must be documented in the case file. Home-schooling due to the child having a disability that prevents full-time attendance in school does not qualify as "attending school full-time."

10. Was the head of household aided in the review month?

A yes response means the head of household was aided in the review month. Enter no if the head of household was not aided in the review month.

11. If no to question 10, was this individual not aided in the review month due to a CalWORKs welfare-to-work or child support sanction?

If the head of household was sanctioned for noncompliance with the CalWORKs welfare-to-work program or child support requirements during the review month, enter yes. If not, enter no. (This is a child support sanction that resulted in removal of the adult from the assistance unit, not a penalty that resulted in a 25 percent grant reduction.)

12. If yes to question 11, has this individual been sanctioned for less than three months in the twelve-month period?

Answer yes if both of the following apply: the individual is required to participate, but not participating; and subject to sanction for the reporting month, but subject to sanction for three months or less within the preceding 12 month period. (Note: this should be yes only in a month for which the family is disregarded from the participation rate. While one or more adults may be subject to a sanction for three months or less within the preceding 12-month period, the family may not be disregarded from the participation rate for more than three months within the preceding 12-month period.)

13. Enter the birth date for the aided adult.

Enter the eight-digit code for date of birth for the adult (or minor child head of household) in the format MMDDYYYY.

14. Was the head of household verifiably exempt from participation in CalWORKs welfare-to-work activities for the review month?

If the head of household has been provided a CalWORKs welfare-to-work exemption for the review month, enter yes. If not, enter no

Participation Information

15. Did the head of household participate in any work activities during the review month?

If yes, provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the head of household did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the actual hours of participation for each week in the report month, calculate the average hours per week of participation for the report month, and report the average hours per week for each activity. Counties must document actual participation in each work activity case and identify the source of the documentation which must be maintained in the case file or automated system.

Provide the actual average number of hours of participation per week. The average number of hours per week is the total hours of participation for each activity for the sample month divided by 4.33. If none, enter zero.

16. Unsubsidized Employment

Unsubsidized employment means paid employment, in the public or private sector, that is not subsidized by TANF or any other public program. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy. Recipients whose employers claim a tax credit for hiring economically disadvantaged workers are considered to be in unsubsidized employment.

This includes self-employment, which may include, but is not limited to, domestic work and the provision of child care. For individuals with self-employment income, divide the self-employment income (gross income less business expenses) by the federal minimum wage to determine the maximum number of hours that may be counted in self-employment activities. Enter the actual number of hours.

17. Subsidized Private Sector Employment

Subsidized employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is

distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees, (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities. Enter the actual number of hours.

18. Subsidized Public Sector Employment

Subsidized employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees, (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities. Enter the actual number of hours.

19. Work Experience

Work experience means a work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity must be supervised by an employer, work site sponsor, or other responsible person on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

In addition, work experience means welfare-to-work training activity in the public or private sector under the close supervision of the activity provider that helps provide basic job skills, enhance existing job skills in a position related to the participant's experience, or provide a needed community services that shall lead to unsubsidized employment.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to

“work” in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as treatment.

The maximum number of hours required weekly for a participant in a community service program is determined by combining the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the State or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the calculated number is not sufficient to meet the hourly requirement, enter the actual number and the State will deem 20 core hours.

20. On-The-Job Training

On-the-Job Training means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job. On-the-job training must be supervised on an ongoing basis no less frequently than daily by an employer, work site sponsor, or other responsible party. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

For on-the-job training activities, the employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities, whether the individual is reimbursed for the training costs or not. Enter the actual number of hours.

21. Job Search and Job Readiness Assistance

Job search and job readiness assistance means the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and substance abuse treatment, mental health treatment, domestic abuse services or rehabilitation activities for those who are otherwise employable. Substance abuse treatment, mental health treatment and rehabilitation activities must be determined to be necessary and certified by a qualified medical or mental health professional. Job search and job readiness assistance activities must be supervised by the county welfare department or other responsible party on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Job search is a welfare-to-work activity in which the participant's principal activity is to seek employment. In addition, job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs.

Job readiness assistance means a welfare-to-work activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. For federal data reporting purposes, job readiness assistance also comprises the following two activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and*
- b. Substance abuse treatment, mental health treatment, domestic violence treatment, or rehabilitation activities for those who are otherwise employable.*

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous, Narcotics Anonymous, and Overeaters Anonymous, etc. These services must have been determined by the county to be necessary to prepare an individual to obtain or maintain employment or participate in welfare-to-work activities and must be documented in the welfare to work plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service or work experience. The remaining hours would be counted as job readiness.

Hours reported under this activity may include time spent online. Online tasks could include, but are not limited to, searching for job vacancies, submitting resumes and completing applications. Hours reported under this activity may also include activities such as time spent by the participant assisting in expungement of criminal records, removal of tattoos, payment of tickets to secure a valid driver license, drug testing for a specific job classification, and taking tests to qualify for specialized certificates. These activities will be assigned to the extent they are determined necessary for the participant to obtain employment or participate in other welfare-to-work activities. In addition, hours spent in these activities will be documented in the welfare to work plan. Reasonable transportation time to and from job interviews obtained from participating in this activity will count toward job search and job readiness hours.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual will communicate and/or discuss his or her participation on a

regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

These activities are limited to no more than four consecutive weeks and up to six weeks total in a federal fiscal year.

22. Mental Health Services

Enter the weekly average number of hours the individual participated in Mental Health Services even if the number of hours in question 21 was zero, especially due to exceeding the four or six week limit. The County Welfare Department develops the individual welfare to work plans for participants with mental or emotional disorders based on an evaluation. This evaluation includes the extent to which the individual is capable of employment at the time and under what working and treatment conditions the individual is capable of employment. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

23. Substance Abuse Services

Enter the weekly average number of hours the individual participated in Substance Abuse Services even if the number of hours in question 21 was zero. If a participant is determined to have a substance abuse problem, the participant's welfare-to-work plan is based on the results of an evaluation. The welfare-to-work plan may include appropriate treatment requirements, including assignment to a substance abuse program. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

24. Domestic Violence Services

Enter the weekly average number of hours the individual participated in Domestic Violence Services even if the number of hours in question 21 was zero. Victims of domestic abuse are assessed on an individual basis to develop a welfare-to-work plan that will not place them at further risk. If a portion of the treatment meets a

common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

25. Community Service Programs

Community service programs are structured programs and embedded activities in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. In these circumstances, short-term training or equivalent activities will be included if they are of limited duration and are necessary for participation in the community service activity. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment, and must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees. The county must take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service assignments.

In addition, community service means a welfare-to-work training activity that is temporary and transitional, is performed in the public or private nonprofit sector under the close supervision of the activity provider, and provides participants with basic job skills that can lead to employment while meeting a community need

Family- and self-improvement activities that do not provide a direct benefit to the community will not be counted as community service, including substance abuse treatment, mental health and family violence counseling, life skills and parenting classes, job readiness instruction and caring for a disabled household family member. Community service programs will not include activities that meet the definition of another allowable TANF work activity with the exception of embedded activities identified above. Excluded activities include unstructured and unsupervised activities, such as helping a neighbor or friend, and foster parenting. Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service. The remaining hours would be counted as treatment.

The maximum number of hours required weekly for a participant in a community service program is determined by combining the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the State or federal minimum wage, whichever is higher. No more than that number of hours will be counted as community service. If the calculated number is not sufficient to meet the hourly requirement, enter the actual number and the State will deem 20 core hours.

26. Vocational Educational Training

Vocational educational training means organized education programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Vocational education must be provided by education or training organizations, such as but not limited to, vocational-technical schools, postsecondary institutions and proprietary schools. In some instances, the vocational educational training will be completed online. Participation will count toward vocational educational training hours only when the time spent online can be monitored by the service provider and reported to the county welfare department. Only structured and monitored study sessions which can be documented will be counted.

This activity has a lifetime limit of 12 months. If a participant meets the hour requirement in another activity in a month, that month would not count in the 12 month limit. After the 12 month limit, this activity may qualify as education directly related to employment (if no high school diploma or General Educational Development certificate [GED]) or job skills training directly related to employment.

27. Job Skills Training Directly Related to Employment

Job skills training directly related to employment means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment participants must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity may include either customized or general training to prepare an individual for employment, such as literacy and language instruction and other remedial education. Barrier removal activities, such as substance abuse counseling and treatment, will not be included. In some instances, the job skills training will be

completed online. Participation will count toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the county welfare department and documented in the case file. Only structured and monitored study sessions that can be documented will be counted.

Vocational educational training beyond the 12 month lifetime time limit may also be counted as job skills training directly related to employment.

28. Education Directly Related to Employment (for head of household with no High School diploma or certificate of High School Equivalency)

Education directly related to employment for individuals with no high school diploma or certificate of high school equivalency means education related to a specific occupation, job or job offer. Participants in education directly related to employment must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity will include adult basic education and English as a Second Language (ESL) and, where required as a prerequisite for employment, education leading to a GED or high school equivalency diploma. In order to count hours of participation, participants must make "good or satisfactory progress", which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. In some instances, the education directly related to employment will be completed online. Participation will count toward education directly related to employment only when the time spent online can be monitored by the service provider and is reported to the county welfare department. Only structured and monitored study sessions that can be documented will be counted, including time spent online.

This may include vocational educational training beyond the 12-month lifetime time limit. Enter the actual number of hours and if it is not sufficient to meet requirements, the State will deem 20 hours.

29. Satisfactory School Attendance (for head of household with no High School diploma or certificate of High School Equivalency)

Satisfactory school attendance for persons without a high school completion (diploma, equivalency certificate) means regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Participants in this activity must be supervised on an ongoing basis no less

frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

In order to count as hours of participation, participants must make "good or satisfactory progress" which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. Satisfactory school attendance will not include other related educational activities, such as adult basic education or language instruction unless these are required for completion of a GED credential. In some instances, participation will be completed online and will count toward satisfactory school attendance only when the time spent online can be monitored by the service provider and is reported to the county welfare department on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Enter the actual number of hours and if it is not enough to meet requirements, the State will deem 20 hours.

30. Providing Child Care for an Individual(s) Participating in Community Service

Providing child care to an individual participating in community services means providing child care to enable another TANF recipient so that individual can participate in a community service program. Participants in this activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity does not include providing child care to enable a TANF or SSP-MOE recipient to participate in any of the other 11 allowable work activities, as that typically involves payment for services rendered and would be classified as employment. It also does not allow for one parent in a two parent case to care for their own children in the home.

31. Work Activities Other Than Those Specified Above

Enter the number of hours the individual participated in other work activities not specified above. These hours will not count in the work participation rate.

32. Enter the verifiable source of the hours of participation for each activity for which hours were reported or enter the reason why participation hours are not countable hours.

"Verifiable source" refers to the documentation of the work activity, such as pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. Please

identify the work activity followed by the source of documentation for activities for which hours of participation have been reported and which is documented in the case file.

Also, explain in this comment section why a participant may have participated but the hours are not entered. For example, a participant had job search hours, but since they had participated in job search for more than the four or six week limit, there would be no allowable hours.

33. Was the second adult a work-eligible member of this CalWORKs assistance unit in the review month?

Enter yes if the individual meets the definition of a work-eligible individual. A work-eligible individual is an adult (or minor child head of household) receiving assistance under TANF or a separate State program or a non-recipient parent living with a child receiving assistance unless the parent is:

- A minor parent and not the head of household or spouse of the head of household;*
- A noncitizen who is ineligible to receive assistance due to his or her immigration status;*
- A drug felon or fleeing felon;*
- A recipient of SSI or the State program for persons who are ineligible for SSI benefits based solely due to their immigration status (CAPI);*
- Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or*
- An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.*

If the second adult does not meet the definition of a work-eligible individual, enter no.

34. If no to question 33, was it because this individual was caring for a disabled family member living in the home who does not attend school full time?

To make this determination, the care must be provided to a disabled family member living in the home who does not attend school on a full-time basis. Medical documentation must be provided to support the need for the parent to remain in the home to care for the disabled family member.

- **Disabled** means the individual is receiving benefits from State Disability Insurance, Worker's Compensation Temporary Disability Insurance, In Home Supportive Services, or State Supplementary Program. For adult family members, disabled also means the individual is temporarily disabled and the disability is expected to last at least 30 days and significantly impairs the individual's ability to be regularly employed or participate in activities. For family members who are children, the disability significantly impairs his or her*

ability to participate in school activities. In addition to providing verification from a doctor of his or her disability, the individual will be required to actively seek treatment, if appropriate, as verified by a doctor.

- **Family member** means the individual is a relative living in the household. A relative may be any relation by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child, as defined in CDSS Manual of Policies and Procedures Section 82-808.
- **Attending School Full Time** means attending school for the number of hours, weeks, or days determined by the school district or service provider to be full time. Attendance is actual attendance and not based solely on enrollment. If the child cannot regularly attend school during school hours due to a disability, then the parent is qualified for the exclusion. The exclusion for not having a child in school full time must be accompanied by a medical examination by a Medical Doctor, therapist, or licensed psychologist that confirms the condition or disability may require the adult to care for the child at home, or not at school, during school hours, and thus affect the child's probability of attending school full time. Documentation that confirms the condition or disability may also be verified by information that is already contained in the case file. Such ability to actually attend school shall be reviewed on a no less than annual basis and must be documented in the case file. Home-schooling due to the child having a disability that prevents full time attendance in school does not qualify as "attending school full time."

35. Was the second adult aided in the review month?

A yes response means the second adult was aided in the review month. Enter no if this adult was not aided in the review month.

36. If no to question 35, was this individual not aided in the review month due to a CalWORKs welfare-to-work or child support sanction?

If the second adult was sanctioned for noncompliance with the CalWORKs welfare-to-work program or child support regulations during the review month, enter yes. If not, enter no. (This is a child support sanction that resulted in removal from the assistance unit, not a penalty that resulted in a 25 percent grant reduction.)

37. If yes to question 36, has this individual been sanctioned less than three months in the 12 month period?

Answer yes if both of the following apply: the individual is required to participate, but not participating; and subject to sanction for the reporting month, but subject to sanction for three months or less within the preceding 12 month period. (Note: this should be yes only in a month for which the family is disregarded from the

participation rate. While one or more adults may be subject to a sanction for three months or less within the preceding 12 month period, the family may not be disregarded from the participation rate for more than three months within the preceding 12 month period.)

38. Enter the birth date for the aided adult.

Enter the eight-digit code for date of birth for the adult (or minor child head of household) in the format MMDDYYYY.

39. Was the second adult verifiably exempt from participation in CalWORKs welfare-to-work activities for the review month?

If the second adult has been provided a CalWORKs welfare-to-work exemption for the review month, enter yes. If not, enter no.

40. Did the second adult participate in any work activities during the review month?

If yes, provide the average number of hours per week of participation during the review month in the appropriate federal work activity(ies) below. If the adult did not participate in any work activities during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the actual hours of participation for each week in the report month, calculate the average hours per week of participation for the report month, and report the average hours per week for each activity. It is not acceptable to report scheduled hours of participation in a work activity as actual hours of participation. Counties must document actual participation in each work activity case and identify the source of the documentation which must be maintained in the case file or automated system.

Provide the actual average number of hours per week. The average number of hours per week is the total hours of participation for the sample month hours divided by 4.33. If none, enter zero.

41. Unsubsidized Employment

Unsubsidized employment means paid employment, in the public or private sector, that is not subsidized by TANF or any other public program. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy. Recipients whose employers claim a tax credit for hiring economically disadvantaged workers are considered to be in unsubsidized employment.

This includes self-employment, which may include, but is not limited to, domestic work and the provision of child care. For individuals with self-employment income, divide the self-employment income (gross income less business expenses) by the Federal minimum wage to determine the maximum number of hours that may be counted in self-employment activities. Enter the actual number of hours.

42. Subsidized Private Sector Employment

Subsidized employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities. Enter the actual number of hours.

43. Subsidized Public Sector Employment

Subsidized employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Subsidized employment does not include "on-the-job training" programs. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, or (3) work study activities. Enter the actual number of hours.

44. Work Experience

Work experience means a work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity must be supervised by an employer, work site sponsor, or other responsible person on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

In addition, work experience means welfare-to-work training activity in the public or private sector under the close supervision of the activity provider that helps provide basic job skills, enhance existing job skills in a position related to the participant's experience, or provide a needed community services that shall lead to unsubsidized employment.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as job search.

The maximum number of hours required weekly for a participant in a community service program is determined by combining the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the state or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the calculated number is not sufficient to meet the hourly requirement, enter the actual number and the State will deem 20 core hours.

45. On-The-Job Training

On-the-Job Training means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job. On-the-job training must be supervised by an employer, work site sponsor, or other responsible party on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

For on-the-job training activities, the employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities, whether the individual is reimbursed for the training costs or not. Enter the actual number of hours.

46. Job Search and Job Readiness Assistance

Job search and job readiness assistance means the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training,

and substance abuse treatment, mental health treatment, domestic abuse services or rehabilitation activities for those who are otherwise employable. Substance abuse treatment, mental health treatment and rehabilitation activities must be determined to be necessary and certified by a qualified medical or mental health professional. Job search and job readiness assistance activities must be supervised by the county welfare department or other responsible party on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Job search is a welfare-to-work activity in which the participant's principal activity is to seek employment. In addition, job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs.

Job readiness assistance means a welfare-to-work activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. For federal data reporting purposes, job readiness assistance also comprises the following two activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and
- b. Substance abuse treatment, mental health treatment, domestic violence treatment, or rehabilitation activities for those who are otherwise employable.

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous, Narcotics Anonymous, and Overeaters Anonymous, etc. These services must have been determined by the county to be necessary to prepare an individual to obtain or maintain employment or participate in welfare-to-work activities and must be documented in the welfare to work plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service or work experience. The remaining hours would be counted as job readiness.

Hours reported under this activity may include time spent online. Online tasks could include, but are not limited to, searching for job vacancies, submitting resumes and completing applications. Hours reported under this activity may also include activities such as time spent by the participant assisting in expungement of criminal records, removal of tattoos, payment of tickets to secure a valid driver license, drug testing for a specific job classification, and taking tests to qualify for specialized

certificates. These activities will be assigned to the extent they are determined necessary for the participant to obtain employment or participate in other welfare-to-work activities. In addition, hours spent in these activities will be documented in the welfare-to-work plan. Reasonable transportation time to and from job interviews obtained from participating in this activity will count toward job search and job readiness hours.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual will communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

These activities are limited to no more than four consecutive weeks and up to six weeks total in a federal fiscal year.

47. Mental Health Services

Enter the weekly average number of hours the individual participated in Mental Health Services, even if the number of hours in question 46 was zero, especially due to exceeding the four or six week limit. The CWD develops the individual welfare to work plan for participants with mental or emotional disorders based on an evaluation. This evaluation includes the extent to which the individual is capable of employment at the time and under what working and treatment conditions the individual is capable of employment. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

48. Substance Abuse Services

Enter the weekly average number of hours the individual participated in Substance Abuse Services, even if the number of hours in question 46 was zero. If a participant is determined to have a substance abuse problem, the participant's welfare-to-work plan is based on the results of an evaluation. The welfare-to-work plan may include appropriate treatment requirements, including assignment to a substance abuse program. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours

associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

49. Domestic Violence Services

Enter the weekly average number of hours the individual participated in Domestic Violence Services, even if the number of hours in question 46 was zero. Victims of domestic abuse are assessed on an individual basis to develop a welfare-to-work plan that will not place them at further risk. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes only.

50. Community Service Programs

Community service programs are structured programs and embedded activities in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. In these circumstances, short-term training or equivalent activities will be included if they are of limited duration and are necessary for participation in the community service activity. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment, and must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees. The county must take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service assignments.

In addition, community service means a welfare-to-work training activity that is temporary and transitional, is performed in the public or private nonprofit sector under the close supervision of the activity provider, and provides participants with basic job skills that can lead to employment while meeting a community need

Family- and self-improvement activities that do not provide a direct benefit to the community will not be counted as community service, including substance abuse treatment, mental health and family violence counseling, life skills and parenting classes, job readiness instruction and caring for a disabled household family

member. Community service programs will not include activities that meet the definition of another allowable TANF work activity with the exception of embedded activities identified above. Excluded activities include unstructured and unsupervised activities, such as helping a neighbor or friend, and foster parenting. Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service. The remaining hours would be counted as treatment.

The maximum number of hours required weekly for a participant in a community service program is determined by combining the CalWORKs assistance unit's grant plus the assistance unit's portion of the food stamp allotment and dividing it by the State or federal minimum wage, whichever is higher. No more than that number of hours will be counted as community service. If the calculated number is not sufficient to meet the hourly requirement, enter the actual number and the State will deem 20 core hours.

51. Vocational Educational Training

Vocational educational training means organized education programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. This activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

Vocational education must be provided by education or training organizations, such as but not limited to, vocational-technical schools, postsecondary institutions and proprietary schools. In some instances, the vocational educational training will be completed online. Participation will count toward vocational educational training hours only when the time spent online can be monitored by the service provider and reported to the county welfare department. Only structured and monitored study sessions which can be documented will be counted.

This activity has a lifetime limit of 12 months. If a participant meets the hour requirement in another activity in a month, that month would not count in the 12 month limit. After 12 month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED) or job skills training directly related to employment.

52. Job Skills Training Directly Related to Employment

Job skills training directly related to employment means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment participants must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity may include either customized or general training to prepare an individual for employment, such as literacy and language instruction and other remedial education. Barrier removal activities, such as substance abuse counseling and treatment, must not be included. In some instances, the job skills training will be completed online. Participation will count toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the county welfare department and documented in the case file. Only structured and monitored study sessions that can be documented will be counted.

Vocational educational training beyond the 12 month lifetime time limit may also be counted as job skills training directly related to employment.

53. Education Directly Related to Employment (for individuals with no High School diploma or certificate of High School Equivalency)

Education directly related to employment for individuals with no high school diploma or certificate of high school equivalency means education related to a specific occupation, job or job offer. Participants in education directly related to employment must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity will include adult basic education and ESL and, where required as a prerequisite for employment, education leading to a GED or high school equivalency diploma. In order to count hours of participation, participants must make "good or satisfactory progress", which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. In some instances, the education directly related to employment will be completed online. Participation will count toward education directly related to employment only when the time spent online can be monitored by the service provider and is reported to the county welfare department. Only structured and monitored study sessions that can be documented will be counted, including time spent online.

This may include vocational educational training beyond the 12-month lifetime time limit. Enter the actual number of hours and if it is not sufficient to meet requirements, the State will deem 20 hours.

54. Satisfactory School Attendance (for individuals with no High School diploma or Certificate of High School Equivalency).

Satisfactory school attendance for persons without a high school completion (diploma, equivalency certificate) means regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Participants in this activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees. In order to count as hours of participation, participants must make "good or satisfactory progress" which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. Satisfactory school attendance will not include other related educational activities, such as adult basic education or language instruction unless these are required for completion of a GED credential. In some instances, participation will be completed online and will count toward satisfactory school attendance only when the time spent online can be monitored by the service provider and is reported to the county welfare department on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Enter the actual number of hours and if it is not enough to meet requirements, the State will deem 20 hours.

55. Providing Child Care for Individual(s) Participating in Community Service

Providing child care to an individual participating in community services means providing child care to enable another TANF recipient so that individual can participate in a community service program. Participants in this activity must be supervised on an ongoing basis no less frequently than daily. Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other trainees.

The activity does not include providing child care to enable a TANF or SSP-MOE recipient to participate in any of the other 11 allowable work activities, as that typically involves payment for services rendered and would be classified as employment. It also does not allow for one parent in a two parent case to care for their own children in the home.

56. Work Activities Other Than Those Specified Above

Enter the number of hours the individual participated in other work activities not specified above. These hours will not count in the work participation rate.

57. Enter the verifiable source of the hours of participation for each activity for which hours were reported or enter the reason why participation hours are not countable hours.

"Verifiable source" refers to the documentation of the work activity, such as pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. Please identify the work activity followed by the source of documentation for activities for which hours of participation have been reported and which is documented in the case file.

Also, use this comment section to explain why a participant may have participated but the hours are not entered. For example, a participant had job search hours, but since they had participated in job search for more than the four or six week time limit, there would be no allowable hours.

County Work Participation Rate Monthly Report Questions and Answers

General

Question 1: What do the terms aggregated and disaggregated mean?

Answer: Aggregated data is data reported at the summary level (in totals). Disaggregated data is individual level or case specific data.

Question 2: What is the due date of the first WTW 30 using these new rules?

Answer: Counties were required to begin reporting aggregated data (using the WTW 30 form) based on the instructions provided in All County Letter (ACL) 06-06 for the July 2006 sample, which was pulled and transmitted to counties at the end of June 2006. The report was due 75 days following the end of the report month (for the July sample, the report is due by mid October 2006). Effective October 1, 2006, the WTW 30 report has been discontinued and counties must begin reporting disaggregated data for the October 2006 sample.

Question 3: Will implementation of the web-based tool (E2Lite) or comma separate value (CSV) file to report disaggregated data require any modifications to the automated Statewide Automated Welfare System systems?

Answer: Some modifications can be anticipated. However, the extent of those modifications is difficult to determine due to the unique characteristics of each system and the manner in which each county collects and reports its data. More specifically, it depends on which approach to data collection is selected by counties within each consortia.

Question 4: What do counties need to do to gain access to the web-based tool (E2Lite) and electronic file (CSV)?

Answer: County staff must obtain a user name and password for access to the tools. The user name is a unique identifier, assigned by California Department of Social Services (CDSS) to the county staff person, who selects his or her own password. To be valid, passwords must be at least eight characters and contain an uppercase character, a lowercase character, a number, and an unusual character (e.g., @, %, *). Login information is specific to the access level of the county employee (i.e., worker-level or supervisor-level access). To obtain a user name and password, the county supervisor must call or e-mail the CDSS administrative contact identified on Attachment 8.

Sample

Question 5: Do small counties have to do 100 percent reporting?

Answer: Depending on several factors, smaller counties may have to report on 100 percent of their cases. These factors are: overall caseload size, proportion of two parent and non two parent caseloads, and the number of federally sampled Q5i cases. Keep in mind that

these counties will no longer report on 100 percent of the cases in their county systems but instead will use the cases from E2Lite, which are pulled from Medi-Cal Eligibility Data System (MEDS).

Question 6: Are zero parent aid codes (3A and 3C) included in the sample pull?

Answer: Prior to October 2006 they were not. Effective with the October 2006 sample, the county work participation rate sample has been modified to address changes to the Temporary Assistance for Needy Families (TANF) program enacted through the Deficit Reduction Act (DRA) and has been expanded to be representative of the State's TANF caseload. This means the sample now will include two parent families and TANF funded cases without aided adults, including work-eligible individuals, which is consistent with the State's federal data reporting in Q5i.

Question 7: What if a county would like to maintain a higher level of precision in their sample than the State minimums set forth in this ACL?

Answer: Due to the initial implementation constraints of the new sample, higher precision levels will not be considered for federal fiscal year 2007. For future years, if a county determines that a higher level of precision is desired than the stated State minimums, it is the county's responsibility to inform CDSS in writing to have the sample sizes increased to reflect the desired level of precision by August 1. The resulting sample will then be implemented with the October sample and will remain in effect for the entire subsequent federal fiscal year. The current samples have a precision of ± 2.1 at 95 percent confidence for the All Family rate and ± 3.9 for the two parent rate, which is consistent with the federal minimums.

Question 8: What is the impact of the over-sampling of the two parent caseload on the work participation rates?

Answer: There is no impact because all cases are given a 'case weight' based upon caseload size and the number of sample cases in the target groups (all families, two parent) before the data is used for the calculation of the rates. Therefore, the over-sampled two parent cases will have a smaller case weight than the rest of the sample.

Example:

The two parent case weight is ten and the all families weight is 200. The effect is that for each two parent case, the numerator and denominator is multiplied by a factor of ten and each all families case is multiplied by a factor of 200 before determining the rates. In other words, each all families case is 'worth' 20 (200 divided by 10) two parent cases.

Question 9: What is the difference between a primary and supplemental sample?

Answer: Primary and supplemental samples are needed in order to provide a complete universe of TANF eligible cases in a timely manner. The primary samples are drawn at an earlier date than the supplemental samples. Both samples are combined to compute all the work participation rates.

The primary sample consists of new and ongoing cases that are identified on MEDS file the cutoff date for the sample (the 26th of the month prior to the sample month). The supplemental sample cases are those not identified on MEDS by the primary cutoff date but are subsequently identified as eligible for TANF in the sample month. Typically, these cases are those discontinued from eligibility during the sample month and are retroactively restored benefits or new cases approved after the cutoff date for the primary sample. This is consistent with federal sampling requirements.

Question 10: Why aren't samples drawn all at one time for the sample month?

Answer: Samples for a month are drawn at two different times in order to provide the counties with as much time as possible to complete the data collection. This design is consistent with the federal Q5i data reporting system. The majority of the case samples for a month will be provided in the primary sample, and a smaller number of supplemental samples will be drawn two months later.

Question 11: Why are the sample draws larger than the minimum required completed samples?

Answer: The sample draws include an over-sample of cases to accommodate the number of cases that are dropped due to case circumstances (e.g., a case that is sampled as an active case did not receive aid during the sample month, the case was not a TANF case during the review month). The Federal Data Reporting and Analysis Bureau will monitor the sample during the year and work with counties to adjust the sample draws as necessary so that the number of complete cases at the end of the year, as closely as possible, will meet the established minimums.

Documentation

Question 12: What information should be documented in the comments section of the WTW 30?

Answer: Prior to the October 2006 sample, counties were required to document the review number and the reason for dropping any cases from the sample in the comments section of the WTW 30. Effective October 1, 2006, when counties are required to report disaggregated data and the WTW 30 will no longer be used to collect county work participation data, information on dropped cases will be obtained through the E2Lite or the CSV. The comments section will be used to clarify any special circumstances, such as the inability to count hours because limits have been exceeded.

Question 13: Counties must provide actual hours for the WTW 30. However, do counties only need to verify the actual hours for the random sample cases?

Answer: The reporting of actual hours of work participation is a federal requirement and applies to all federal data reporting. A county must be able to provide documentation and

verification of monthly participation in each work activity for all work-eligible individuals whose case may be subject to review during an audit of the TANF Program in California.

Question 14: Does the policy clarification given during the previous WTW 30 revision still apply that in the absence of verified actual hours counties may use planned hours?

Answer: No. Actual hours must be reported. The release of ACL 06-06 superseded all previous WTW 30 ACLs and provides additional changes or clarification due to the DRA. This ACL provides additional changes or clarification due to the DRA.

Question 15: What process does the State expect the counties to follow to verify actual hours?

Answer: This will vary depending on the current processes in place in each county, but the instructions in Quarterly Reporting ACL 03-18 speak to the fact that welfare-to-work data reporting is still a monthly requirement. If the participation information for the review month is not available in the case file, counties may need to make additional contacts to determine the actual hours of participation for the month. Please refer to ACL 03-18, page 82 for additional information.

Question 16: Can the county sanction a recipient for not reporting or verifying monthly activities?

Answer: No, counties may not sanction an individual for not reporting or verifying his or her participation for data reporting purposes. However, the hours of participation for this individual may not be included in the rate as participating in the required number of activities until the participation has been verified.

Calculation

Question 17: If a Cal-Learn head of household has a child under 12 months old, can they be excluded from the review?

Answer: A single custodial parent with a child under one year old may be disregarded from the county work participation rate if there is not another parent in the home. In addition, the disregard applies to a single custodial parent for a total of 12 months lifetime for the adult.

Question 18: Page three of the WTW 30 instructions, #2 c) states, "All single custodial parent cases with a child under one year of age that meet the conditions in a) may be disregarded from the denominator (for a lifetime limit per adult of 12 months)." Does this mean the same adult can come up for review 12 different months and if the individual has a child less than one year, we can disregard them, but in the 13th month they are included?

Answer: No. According to federal regulations, a State may disregard a single custodial parent with a child under one from the participation rate calculation for not more than 12 months (45CFR section 261.11). This is a cumulative, lifetime limit of 12 months of any single custodial parent, but not necessarily a one-time disregard. Thus, if a parent were disregarded from the rate for four months while caring for one child under a year old, he or she could be disregarded for as much as eight months with a subsequent child. This disregard may also be applied on a case-by-case basis for families with a work-eligible individual.

Question 19: Are counties expected to try to find out if the case has been disregarded by another county, since it is a lifetime limit? If so, how would we go about trying to find that information out?

Answer: Yes, these federal regulations are effective December 1, 1996. Counties must make a reasonable effort to determine whether an adult has exhausted his or her 12-month limit on being disregarded from the federal work participation rate calculation. County staff should use information about the children in the assistance unit (e.g., dates of birth), information in the case file, and information about the adult's time on aid, as well as information from the recipient and other collateral contacts (such as calling another county), if necessary, to verify months of disregard.

Question 20: Are cases that are active, but no grant was received due to the receipt of a third paycheck, included in the denominator?

Answer: For aided cases, suspense months for 3rd and 5th paychecks should not occur any longer since the county has the ability to anticipate the third or fifth payment in a month and average the income for the upcoming quarter. However, if a case is active, but no grant was issued due to another reason, such as Maximum Family Grant (MFG) child or grant less than \$10, the family would not be included in the denominator because they did not receive a grant in the report month.

Question 21: A case needs to have at least one aided adult to be counted. Are sanctioned cases excluded from the denominator because the adult is not aided?

Answer: Effective with the October 2006 sample, for a case to be counted in the county work participation rate, it must include at least one work-eligible individual, which would include individuals who were sanctioned for not complying with the welfare-to-work or child support requirements. It would also include cases with individuals who had reached or exceeded the California Work Opportunity and Responsibility to Kids (CalWORKs) 60-month time limit.

Question 22: If there are two aided non-disabled parents of the same child, and a half sibling with an absent parent in the assistance unit, is the case included in the denominator?

Answer: Yes. This family meets the definition of a two parent family and effective with the October 2006 review month, would be included in the denominator for the county work participation rate.

Question 23: Do we track two working parents who must work 55 hours a week to receive subsidized child care?

Answer: Beginning with the October 2006 sample, two parent families will be included in the rate. Two work-eligible parents who receive federally subsidized child care must participate at least 55 hours a week to be included in the numerator. Currently, child care for two parent families is funded with State Maintenance of Effort funding, which means the family is not required to participate for 55 hours a week.

Question 24: If a person is already in a Self-Initiated Program (SIP) when enrolled, can the county count the hours of participation? Is satisfactory attendance okay or do we still need to document the actual hours?

Answer: If an individual is in a SIP, the hours count toward the federal activity he or she is participating in, providing the federal participation requirements are met. For example, if the individual is participating in a vocational educational activity, the hours would count provided the individual is meeting the federal hourly requirements and has not exceeded, as core, the 12 month limit on vocational education. Participation in vocational education is based on hourly requirements, not satisfactory progress. The only federal activity that bases participation on satisfactory progress is school attendance for individuals without a high school diploma or education directly related to employment (for individuals with no high school diploma).

Question 25: How does the State determine that an individual has participated in Vocational Education training for 12 months? Do any amount of hours count?

Answer: Participation information (hours per week and the duration of the assignment) should be available in the case or employment file. The federal rules allow as core participation in vocational education for 12 months in a lifetime. Only participation that meets the federal requirements for the number of hours counts toward participation. After 12 months, Vocational Education may count as job training or education directly related to employment.

Question 26: Vocational Education is a core welfare to work activity for 12 months, and can be continued past the 12 month time limit as a non-core activity. However, it can only be counted as participation during the 12 months if less than 30 percent of all the cases included in the numerator may be deemed as meeting the federal requirement through participation in vocational education training. How is this 30 percent calculated?

Answer: Since the State is held to a 30 percent limit of the individuals engaged in vocational educational activities, education directly related to employment, or maintaining satisfactory attendance in secondary school, the county is limited to counting 30 percent of its cases participating in vocational education training and education directly related to employment. The federal methodology applies this limit on a monthly basis, with no carry over for an amount below the 30 percent.

Question 27: If there are two parents in the home, with one disabled, are they still included in the numerator and denominator? How many hours must the parent who is required to participate do?

Answer: According to ACL 06-45, ACL 06-06, and TANF regulations, a two parent family with a disabled adult (who meets disabled criteria in the CDSS Manual of Policies and Procedures Section 41-430) is considered an All Family case. To count toward the federal work participation rate, adults in All Family cases must participate at least 30 hours per week (averaged monthly) in specified activities.

Question 28: In the computation for the Count 1 “all families meeting work participation requirements” on the WTW 30 should the aided adults or minor head of household who participate in self employment activity be excluded from this count?

Answer: No, self employment is a form of unsubsidized employment. Self employed individuals are included in the denominator unless specifically disregarded (for example, a single custodial parent with a child under 12 months of age).

Question 29: What procedures are the counties expected to use to validate the data collection efforts related to the calculation of the county work participation rate?

Answer: Participation must be documented in the individual case file. In addition to the web-based tool or electronic file, in the future CDSS intends to conduct regular reviews to validate the disaggregated data being reported by counties.

Question 30: All County Information Notice I-16-01 says to round the monthly participation rate to one decimal point. The WTW 30 reports are rounded to the second decimal place. Should counties report their rate rounded to the second decimal point?

Answer: The monthly county work participation rate is rounded to one decimal point. If the second integer to the right of the decimal is 5 or great, the first number to the right of the decimal should be increased by one, i.e., 49.55=49.6; 49.54=49.5.

County Work Participation Rate (CWPR) Data Collection and Sample Information

Calculation of the County Work Participation Rates

Federal Data Reporting and Analysis Bureau staff will merge the CWPR sample data with the federal Q5 sample data to create the work participation database that will be used to compute the county-specific all family and two parent work participation rates. The E2Lite data collection tool or Comma Separated Values (CSV) file, will not be sufficient by itself to calculate county work participation rates.

All sample cases will be weighted appropriately to remove bias as a result of the over-sampling of two parent families and newly approved cases in the calculation of the rates. The mid-point estimate (from which the confidence limits are constructed) of the all family and two parent work participation rates will be used in the determination of the county work participation rates.

Counties will be provided their work participation rates and data used to calculate the rates on a regular basis. Distribution details have not been finalized at this time and will be provided in a subsequent All County Letter.

Sample Information

The CWPR sample design has been modified to provide the necessary data to compute county-valid work participation rates that are comparable to the statewide federal Q5i all family and two parent rates as required by the Deficit Reduction Act. It also reflects efficiencies that eliminate the need to collect duplicative work participation data by excluding federally sampled Q5i cases.

Which counties must do the reviews: All counties

Who does the reviews: County staff

How will the county receive the sample? All counties will receive their samples via the web-based tool (E2Lite)

How will the review be completed? Data may be entered on E2Lite or transmitted via a CSV.

Sample source: Medi-Cal Eligibility Data System (MEDS)

Sample universe: The sample universe will include all active Temporary Assistance for Needy Families cases, including one-parent, two parent, newly approved, child only cases, (aid codes 30, 32, 33, 35, 38, 3A, 3C, 3E, 3G, 3H, 3L, 3P, 3R, 3U, 3W, 4F and 4G). It will not include any federally sampled Q5i cases. (Note: work eligible adults in sampled cases are now subject to reporting).

Sample size: Varies by county. Sample sizes are based upon several factors: 1) overall caseload size; 2) proportion of two parent and all families caseloads; and 3) the number of federally sampled Q5 cases. The sample sizes found in Attachment 6 provides the sample precisions necessary to calculate work participation rates that are comparable to the federal all family and two parent rates (± 2.1 at 95 percent confidence for the All Family rate and ± 3.9 for the two parent rate) when combined with the Q5i sample cases, and include allowances for dropped cases. The estimated CWPR sample sizes are listed in the first column of the chart found in Attachment 6. The required minimum numbers of completed cases are listed in the last column.

100 percent reporting: 100 percent reporting will be based upon TANF eligible cases found in MEDS.

Who draws the sample? Federal Data Reporting and Analysis Bureau

When are the samples drawn? Two sub-samples, all families and two parent, will be maintained and monitored. These samples will be drawn in two phases:

- The main sample will be pulled approximately the 26th of the month prior to the sample month; and
- A supplemental sample will be pulled approximately the 26th of the month following the sample month. The supplementary samples consist of families that received aid during the sample month but were not initially selected, or in MEDS, due to timing issues.

Review numbers: An eight digit review number will be assigned so that the samples may be monitored on a regular basis. The format is as follows:

- Two digit federal fiscal year code (07)
- One digit sample type indicator ("G"=all families, "H"=two parent)
- Two-digit sample month code (01-12)
- Three digit sequence number (001-999)
- If supplemental sample, the sequence number will be 800-899

Is there an overlap with the Q5 sample? There is no overlap with the federal Q5 sample. FDRAB will merge the data from the CWPR and the Q5 samples for each county to create the database for work participation rate purposes.

Reporting Due Date: 75 days after the end of the sample month

COUNTY WORK PARTICIPATION RATE (CWPR) SAMPLE SIZES
FFY 2007

Attachment 6

County	Sample Draws (includes allowance for 20% drop rate)					
	CWPR Sample (subject to E2Lite/CSV data collection)		Federal Q5 Sample (subject to Q5 data collection)		Total Sample for WPR Calculation (CWPR + Q5)	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
Alameda	2,877	240	145	12	3,022	252
Alpine*	110	9	0	0	110	9
Amador**	1,616	135	2	0	1,618	135
Butte	2,822	235	31	3	2,853	238
Calaveras	1,940	162	4	0	1,944	162
Colusa**	1,407	117	1	0	1,408	117
Contra	3,003	250	72	6	3,075	256
Del Norte	2,361	197	9	1	2,370	198
El Dorado	2,487	207	9	1	2,496	208
Fresno	2,710	226	206	17	2,916	243
Glenn	2,073	173	4	0	2,077	173
Humboldt	2,696	225	16	1	2,712	226
Imperial	2,794	233	33	3	2,827	236
Inyo**	1,186	99	1	0	1,187	99
Kern	2,953	246	131	11	3,084	257
Kings	2,803	234	21	2	2,824	236
Lake	2,542	212	9	1	2,551	213
Lassen	2,067	172	5	0	2,072	172
Los Angeles	2,043	170	1,130	94	3,173	264
Madera	2,858	238	21	2	2,879	240
Marin	2,462	205	7	1	2,469	206
Mariposa**	1,344	112	1	0	1,345	112
Mendocino	2,644	220	12	1	2,656	221
Merced	2,807	234	61	5	2,868	239
Modoc**	1,406	117	1	0	1,407	117
Mono*	428	36	0	0	428	36
Monterey	2,949	246	33	3	2,982	249
Napa	2,122	177	5	0	2,127	177
Nevada	2,187	182	4	0	2,191	182
Orange	2,881	240	132	11	3,013	251
Placer	2,601	217	13	1	2,614	218
Plumas**	1,302	109	1	0	1,303	109
Riverside	3,011	251	183	15	3,194	266
Sacramento	2,596	216	254	21	2,850	237
San Benito	2,275	190	5	0	2,280	190
San Bernardino	2,907	242	258	22	3,165	264
San Diego	2,930	244	189	16	3,119	260
San Francisco	2,865	239	41	3	2,906	242
San Joaquin	2,887	241	116	10	3,003	251
San Luis Obispo	2,693	224	14	1	2,707	225
San Mateo	2,834	236	18	2	2,852	238
Santa Barbara	2,928	244	32	3	2,960	247
Santa Clara	2,813	234	122	10	2,935	244
Santa Cruz	2,773	231	17	1	2,790	232
Shasta	2,818	235	24	2	2,842	237
Sierra**	403	34	0	0	403	34
Siskiyou	2,383	199	7	1	2,390	200
Solano	2,897	241	43	4	2,940	245
Sonoma	2,867	239	24	2	2,891	241
Stanislaus	2,874	240	79	7	2,953	247
Sutter	2,497	208	11	1	2,508	209
Tehama	2,538	212	9	1	2,547	213
Trinity	1,458	122	2	0	1,460	122
Tulare	2,814	235	102	9	2,916	244
Tuolumne	2,234	186	5	0	2,239	186
Ventura	3,015	251	46	4	3,061	255
Yolo	2,574	215	19	2	2,593	217
Yuba	2,611	218	15	1	2,626	219

* Alpine, Mono are subject to 100% reporting for both Two-Parent and All (Other) Family samples, based on MEDS data.

** Amador, Colusa, Inyo, Mariposa, Modoc, Plumas, and Sierra are subject to 100% reporting for the Two-Parent sample, based on MEDS data.

County Work Participation Rate Contact Sheet
(Please return this form when this information requires updating)

This contact information will assist the Federal Data Reporting and Analysis Bureau staff in maintaining up to date information about the staff in each county that is responsible for county work participation rate samples and data collection. It will assist in contacting the county with questions about the county's data collection as well as the provision of technical assistance.

The following person(s) is the county contact for the work participation rate sample:

Name: _____ Title: _____
Phone: _____

Department: _____

Address: _____
City/State/Zip: _____
E-MAIL address: _____

The following person(s) is responsible for the collection of the data for calculation of the work participation rate:

Name: _____ Title: _____
Phone: _____

Department: _____

Address: _____
City/State/Zip: _____
E-MAIL address: _____

Prepared by: _____ Date: _____

Return this contact sheet to:

California Department of Social Services
Federal Data Reporting and Analysis Bureau
744 P Street, MS 12-57
Sacramento, CA 95814
Phone: (916) 657-3399 Fax: (916) 653-5404
Attention: Lee Macias

Federal Data Reporting and Analysis Bureau
County Work Participation Rate
County Contacts

The following persons are available to answer questions and to provide technical assistance regarding the samples, data collection requirements, instructions or the calculation of county work participation rates. For assistance, county staff should contact the individual assigned to their county as indicated below.

Joeana Carpenter, Chief
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Joeana.Carpenter@dss.ca.gov

Karen Kennedy, Manager
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Michelle Boone
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Alameda, Alpine, Amador, Butte,
Calaveras, Colusa, Contra Costa,
El Dorado, Glenn, Kings, Marin, Placer,
Plumas, Sacramento, San Joaquin,
Solano, Sonoma, Stanislaus, Trinity

Lee Macias
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Del Norte, Lake, Lassen, Mariposa,
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